Agency Administrator Overview   Checklist #1

Location: **Date:**

Respondent: **Reviewed By:**

Key Code: **E** = Exceeds Standard **M** = Meets Standard **NI** = Needs Improvement **NR** = Not Reviewed		
Code	**Description**	**Remarks**
	AGENCY ADMINISTRATOR	
	1. Agency Administrator creates, instills and maintains an effective fire and aviation safety program.	
	2. Agency Administrator understands and performs "Fire Management Performance Requirements" as outlined by agency.	
	3. Agency Administrator has attended an interagency fire management leadership or equivalent course.	
	4. Fire and aviation managers meet agency training and experience standards.	
	5. Agency Administrator has defined process for certifying all wildland and prescribed fire qualifications.	
	6. Agency fire policies are understood by program managers.	
	7. The Unit Fire Management Plan (FMP) supports agency policy, management objectives, and contains required elements.	
	8. Agency Administrator is familiar with relationship between budget and staffing, and ensure fire funds are managed according to agency policy.	
	9. FMO delegation of authority exists to: a) provide adequate level of operational authority b) cover local multi-agency coordinating group activities.	

Agency Administrator Overview (continued)   Checklist #1

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Code	**Description**	**Remarks**
	10. Agency Administrator understands role and responsibilities relating to incoming incident management teams.	
	11. Agency Administrator ensures the FMO annually presents a review of fire and aviation policies, procedures, and safety requirements for unit employees prior to fire season.	
	12. Agency Administrator provides timely follow-up of fire reviews, fire preparedness and post season reviews.	
	13. Agency Administrator provides oversight to fire and aviation preparedness reviews.	
	14. Post-fire reviews are completed and documented on a selected number of fires each year.	
	15. Agency Administrator makes available non-fire personnel for fire assignments (note percent of non-fire staff red carded).	
	16. Agency Administrator provides resource advisors for incidents as required.	
	17. A wildland fire situation analysis has been completed and filed on all fires that escaped initial attack.	
	18. Agency Administrator provides clear fire use and protection objectives and standards.	
	19. Burn plans are approved for every prescribed fire project by appropriate manager.	
	20. Roles, responsibilities and authorities are understood in the wildland-urban interface.	

Agency Administrator Overview (continued)   Checklist #1

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Code	**Description**	**Remarks**
	21. Agency Administrator is familiar with interagency agreements.	
	22. Agency Administrator ensures unit staff are informed of daily fire activity, fire danger and weather forecasts.	
	23. Agency Administrator supports a prevention/education program to enhance and facilitate communication and cooperation between the agency, cooperators and the public.	
	24. Agency Administrator and staff conduct periodic site visits of individual incidents, projects and field locations.	